

TOWN OF ENFIELD

OFFICE OF COMMUNITY DEVELOPMENT

COMMERCIAL FACADE INCENTIVE **FORGIVABLE LOAN APPLICATION**

PURPOSE: The Enfield Commercial Facade Incentive Forgivable Loan was created to assist local business owners with improvements to existing storefronts, façades, and property access through the utilization of forgivable loan funds of up to \$2000.00 per property. Eligible improvements include items such as; new doors, windows, siding, awnings, lighting, signs, accessibility requirements, security, relocation of utilities, landscaping, and other work that would improve the appearance or safety of the property.

FORGIVABLE LOAN REQUIREMENTS:

- Forgivable loan funds will be provided for work performed by a licensed contractor or for equipment or materials at an existing Thompsonville storefront property.
- Applicants must obtain at least 3 estimates for the proposed work, equipment or materials for the project to the Office of Community Development (OCD).
- Invoices submitted to the Town may not exceed the \$2000 limit. Please be advised that the Town of Enfield is exempt from paying sales taxes.
- Payments will be made directly to the selected contractor or vendor.
- Your selected contractor must complete an IRS Form W-9 provided by OCD
- The proposed work must be performed at a commercial property in either the Thompsonville or North Thompsonville sections of Enfield. (Census Tracts 4805 & 4806) OCD will verify project locations.
- The proposed improvements must have prior approval and/or permits issued by the appropriate Town Boards, Commissions, or Departments as required.
- Renters or lease holders must provide written authorization for the proposed work from the property owner or property management company.
- Forgivable loan recipients are required to sign a contract with the Town of Enfield and a one-year forgivable loan document.
- Applications will be reviewed on a first come, first served basis.
- Business or property owners who receive a forgivable loan under this program will be ineligible from further loans for a 1 year period.

CONTACT INFORMATION:

Name of Business or Organization_____

Mailing Address_____

Phone #_____ Fax #_____

E-mail Address_____

Address of Subject Property_____

DESCRIPTION OF WORK:

Please describe the proposed work to be performed, location of work on the property or structure, and explain how it will improve the appearance of or access to the subject property. Please attach all supporting documentation including any plans, specifications, and photos.

SIGNATURE:

I/We certify the above information is correct to the best of my knowledge, and that I/We authorize the Enfield OCD to verify the facts stated. I/We also understand giving false statements or information will automatically terminate this application. I/We certify that this application does not in any way constitute a binding agreement between the Enfield OCD and the said applicant(s) for the funding assistance for commercial property improvements. I/We have read and fully understand the Commercial Facade Incentive Forgivable Loan application requirements, and agree to comply with the Forgivable Loan Requirements as they are stated above.

Name & Title_____

Signature_____ Date_____

Please return to:

**TOWN OF ENFIELD
OFFICE OF COMMUNITY DEVELOPMENT
100 HIGH STREET
ENFIELD, CT 06082
PHONE: 860-253-6390
FAX: 860-253-6400
E-MAIL: OCD@enfield.org
WEB SITE: www.enfield-ct.gov**

CHECK LIST FOR REQUIRED INFORMATION

- **Did you attach 3 estimates for the proposed work, equipment or materials for the project to the Office of Community Development (OCD)?**
- **Payments will be made directly to the selected contractor or vendor. Your selected contractor must complete an IRS Form W-9 provided by OCD. Is this form attached?**
- **The proposed improvements must have prior approval and/or permits issued by the appropriate Town Boards, Commissions, or Departments as required. Has this been done?**
- **Did you attach written authorization for the proposed work from the property owner or property management company?**